

C.E. OFFERING INSTRUCTIONS

RE 300 (Rev. 6/04)

For Original Submittals Only**GENERAL INFORMATION**

Attached are applications and information relating to the sponsorship requirements of a continuing education (CE) offering. It is important that you and all individuals connected with the proposed offering be thoroughly familiar with the contents of this packet.

An offering approval is required pursuant to Article 2.5 commencing with Section 10170 of Chapter 3 of Part 1 of Division 4 of the California Business and Professions Code.

The sponsor/applicant is responsible for compliance with all statutory (Business and Professions Code) and Commissioner's Regulation requirements. Continuing education regulations are contained in RE 312.

Packet Contents

RE 302	C.E. Course Completion Certificate
RE 312	Continuing Education Regulations
RE 315	C.E. Offering Approval Application
RE 318A	Course & Instructor Evaluation
RE 330	C.E. Offering Application Transmittal (<i>Checklist</i>)
RE 335	C.E. Instructor Certification

Course Fee

A separate fee is required for each application. *The processing fee is non-refundable and must be received before the application will be processed.*

\$500	Each offering (three hours or more duration)
\$350	Each offering (less than three hours duration)

Acceptable payment methods — Cashiers' check, money order, check or credit card

- Make check or money order payable to:
Department of Real Estate
- If paying by credit card, submit a completed Credit Card Payment (RE 909) form.

Mailing Information

Hand deliver or mail the completed forms, attachments and course fee to: Department of Real Estate, Attn.: Education Section, 2201 Broadway, P.O. Box 187000, Sacramento, CA 95818-7000

Questions

If you have any questions regarding original course application requirements or "renewal procedures" for a course about to expire, please contact the Education Section at the above address or telephone: (916) 227-0894.

Additional information and forms are available on DRE's Web site **www.dre.ca.gov**.

WHAT TO SUBMIT

A completed application must be submitted to the Department *not less than 90 days* before the proposed commencement date of the offering (see Commissioner's Regulation 3007). Offerings *may not* be promoted as being DRE-approved until actual approval is issued.

For an "original" offering application (not previously approved) a complete and separate application (RE 315), fee and related material must be submitted for *each* offering.

Incomplete applications or missing documents will delay processing. If your application meets all requirements, a two (2) year certificate of approval will be issued.

All approved offerings are listed on the DRE Web site at www.dre.ca.gov. The sponsor's name, address, and telephone number, along with the name of the offering, category, and number of credit hours are included on the Web site.

Offering Application Checklist

The C.E. Offering Application Transmittal (RE 330) is provided for use in reviewing your course application prior to submission to DRE. Proper use of the checklist will assure that all required material and information is included with the initial course application, thus eliminating possible causes of processing delays.

Basic Application Required

C.E. Offering Approval Application (RE 315)

Note: Minimum length of course is one hour. Credit is granted only in full one-hour increments. Method of presentation may be either live instruction or by correspondence/home study; a separate application and fee are required for each.

Additional Documents Required

- **Outline** — A comprehensive and detailed timed-course-outline is required for the course offering. Topics and sub-topics should be broken down by not more than 30 minute increments. Please key the timed outline to corresponding pages of course materials (student workbook, instructor guide, reference manual/material, and any/all other pertinent handouts, articles, slide/Power Point presentations, etc., as applicable). A minimum of *three pages* narrative outline, which indicates in the margin the number of minutes per topic or sub-topic, is required for each clock-hour of credit requested. Credit hours are figured at 50 minutes each.

Note: Legislation effective October 5, 2003 requires, for all live courses, that sponsor provide written materials, including a course outline, to each student. The written course outline shall consist of not less than three pages for each clock hour of instruction.

- **Course Materials** — Copies of all instruction materials, student materials, textbooks, case studies, sample forms, etc., to be used as a part of the offering.
- **Course Completion Certificate** — Submit a course completion certificate, in *exemplar* form, that contains the following elements of information:
 1. Name, address, and license identification number of student.
 2. Statement (attendance, completion, or passing)
 - For live courses — a statement that student adequately attended a live/ classroom course for at least 90% of the approved clock hours.
 - For correspondence courses — a statement that student successfully completed a correspondence course and passed the final examination with a score of 60% or better.
 - For live courses in the categories of ethics, agency, trust funds, and fair housing — a statement that the student attended 90% of the clock hours and successfully completed the course and passed the final exam with a score of 60% or better.
 3. Name of the offering as approved by the DRE.
 4. Number of credit hours.
 5. Date(s) of the offering.
 6. Category of offering (i.e. consumer protection, consumer service, ethics, agency, trust funds, fair housing, or six-hour combined survey course).
 7. Eight-digit DRE approval number.
 8. Name, address, and telephone number of sponsor.
 9. Printed name, signature, and telephone number of individual verifying student's completion of course. Course completion certificate must be signed by sponsor or sponsor's authorized instructor or employee.
- **General Information Page** — Prior to registration for a course, a General Information page must be provided to the student which contains all course requirements including, but not limited to the following: name of course, brief description of course, all costs to student (include any fees required in addition to attendance fees and explain purpose of fees), method of course presentation, attendance policy, dismissal for unsatisfactory attendance, final exam requirements including number and type of questions, time allotted for final exam, grading policy, category of offering, number of CE credit hours, any course prerequisites, refund/credit policy (if any) for return of study material, makeup work, course completion time limits, DRE Disclaimer Statement.

Sponsor must advise *how* the General Information page will be provided to student *prior* to student's registration/enrollment in the course.
- **Copyright Authorization** — If sponsor plans to use any copyrighted material, a written authorization must be obtained from the holder of the copyright. The authorization must specify the material that may be used and to whom the authorization has been granted.
- **Certification** — C.E.Instructor Certification (RE 335) is required for all live course offerings. The sponsor must certify that only instructors that meet the stated qualifications will be used for presentations of this offering. Complete the form and submit with application.
- **Fictitious Business Name Statement** — If sponsor is operating under a DBA, submit a copy of the Fictitious Business Name Statement filed with the county recorder.
- **Final Exam** — If the offering requires a final exam, submit a copy of the final exam, and an answer key that has been keyed to the course material. Advise grading criteria. Note: DRE requires a minimum of 60% passing score on the final exam, however, sponsor may elect to set a higher passing score. In addition, submit exam proctor/monitor instructions.
- **Final Exam Instructions** — Submit copy of exam instructions that will be provided to the student explaining all exam requirements.
- **Attendance Monitoring** — For live courses, advise how attendance will be monitored. Note that student must attend at least 90% of the approved clock hours in order to qualify for continuing education credit.

Out-of-State Applicants

If applicant is a non-resident of California, a Consent to Service of Process (C.E. Offering/R.E. Course) (RE 304) must be submitted with the application.

RE 304 is available on the DRE Web site www.dre.ca.gov or may be requested in writing or by telephone. (Refer to page 1 for address and phone number.)

COURSE RELATED INFORMATION

The Americans With Disabilities Act (ADA)

Any entity which offers courses or examinations related to licensing for professional or trade purposes must offer such courses or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities. For more information, please contact your Equal Employment Opportunity Commission.

Advertising

No advertising or promotion material for a continuing education offering shall include false or misleading statements or representations.

The solicitation or selling of any product is prohibited during the course offering.

Sponsor shall not advertise the last four digits of the eight-digit course approval number.

Identification & Attendance Control

The sponsor shall assure that the student is physically present at least 90% of the time during the course offering in order to determine that the student's performance warrants CE credit. A suggested "record of attendance" form is included in this packet which may be helpful in recording attendance information.

Credit Hours (Clock Hours) Information

Clock hours' means 50 minutes actually spent in any combination of presenting course content, seminar, conference discussions or workshop activity.

Certificate Number

If the offering application is approved, the DRE approval number in effect at the time of the student's registration must be shown on the course completion certificate* provided to the student.

* A sample course completion certificate is included in this packet.

DRE Disclaimer Statement

The statement below must be communicated in some manner, either oral or written, to each student prior to the start of each DRE approved CE course.

This course is approved for continuing education credit by the California Department of Real Estate. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructor, authors or lecturers.

The application must disclose how this statement will be communicated to students. It is suggested that the DRE Disclaimer Statement be included in the General Information page as that document must be provided to students prior to enrollment/registration.

One-Time Offering Information

The following guidelines are applicable *only* to continuing education offerings presented on a "one-time" basis:

Definition: A "one-time offering" shall be deemed to mean a live educational seminar, conference, or symposium offered annually in no more than two locations covering subject material dealing with new or changing trends, concepts or innovations in areas relevant to the real estate industry and which would meet the goals and purpose of continuing education.

Because of the logistical problems encountered in seeking course approval for one-time offerings, the DRE will attempt to process "one-time offering" applications on a "priority" basis when possible. Documentation requirements for a one-time offering are the same as a standard continuing education offering. Questions regarding "one-time offerings" should be directed to the DRE Education Section.

Instructor Qualifications

Instructors, conference leaders, lecturers, and others who present a continuing education offering shall meet at least one of the following qualifications:

1. A bachelor's degree in a related field to that in which the person is to teach, from a school listed as an institution of higher learning by the U.S. Department of Education, or from a comparable school of a foreign country.
2. A valid teaching credential or certificate issued by the Board of Governors of the California Community Colleges or by a comparable California teacher-credentialing agency authorizing the holder to teach in the field of knowledge covered in the offering.
3. Three years full-time experience in the applicable field.
4. Any combination of at least three years of full-time experience and college level education in the applicable field.
5. The Commissioner may approve instructors who in his or her judgment meet the criteria for approval or who otherwise evidence their teaching qualifications by education or experience or a combination of the two.

An instructor shall not be qualified if the instructor:

1. Does not satisfy the above criteria which is set forth in Commissioner's Regulation 3006.
2. Has engaged in any violation of Article 25 (commencing with Section 3005) of Commissioner's Regulations or has engaged in conduct which would have warranted the denial of an application for approval or withdrawal of approval of a continuing education offering.
3. As a real estate licensee, has had that license suspended, revoked or restricted as a result of disciplinary action.
4. Acted or conducted himself or herself in a manner which would have warranted the denial of his or her application for a real estate license.

The course sponsor has the responsibility to make certain the instructors used for presentation of continuing education offerings meet these qualifications. The course sponsor must certify that only qualified instructors will be used by completion of RE 335, which form is to be submitted with the approval application.

Final Examinations

Final exams are required for all correspondence* courses and may be open-book or closed-book at the discretion of the sponsor. Sponsor must establish a passing score, however, it may not be below 60%. If open book exams are used, students may refer only to the instructional course material approved for the course offering during the final exam.

Final exams must cover all instructional material. Use the Guideline below when preparing examinations having true/false, multiple choice or fill-in type questions. The accepted

standard for responding to exam questions is one minute for each true/false question, and one and one-half minutes for each multiple-choice or fill-in question.

Students may request a convenient time and date for the final exam and may also “suggest” the proctor or entity to administer the final exam. However, final designation and approval of the final exam administrator and determination of the time and date is the sponsor’s responsibility. The exam administrator cannot be related by blood, marriage, domestic partnership, or any other relationship to the student taking the exam which would influence them from properly administering the exam. If an exam proctor will be used, the sponsor must send the exam materials directly to the proctor and the proctor must return the materials directly to the sponsor.

Under no circumstances may the final exams be furnished directly to the students. The sponsor is required to take steps to protect the integrity of the exam and to prevent cheating in an examination.

- * Effective July 1, 2003, final exams are required for all continuing education offerings in the categories of ethics, agency, trust fund handling, and fair housing, regardless of the method of course presentation. Both live and correspondence courses in these categories require a final exam.

Guideline

Column A – Course length (*in credit hours*)
 Column B – Recommended number of questions

“A”	“B”	“A”	“B”
1–4	25	25–27	60
5–6	30	28–30	65
7–10	35	31–33	70
11–14	40	34–36	75
15–18	45	37–39	80
19–21	50	40–42	85
22–24	55	42–45	90

Correspondence Course Information

The following information should be helpful when preparing an application for correspondence course approval.

Length of Text/Syllabus (Written) — A text/syllabus is required which is of sufficient length for the number of credit hours requested. As a “rule of thumb” a minimum of 10 pages of standard text study material is required for each one-hour segment of CE credit requested, i.e., three hours of credit requested requires a minimum of 30 pages of study material, six hours requires a minimum of 60 pages, etc. Large font/type, wide spacing and margins, photos, etc., are deducted. Only normal study (instruction) material is counted in determining credit. Indexes and bibliographies, etc., are not counted as course instructional material. Review questions or chapter highlights are to be provided for the student at the end of each chapter.

Length of Text/Syllabus (Other Media) — A course contained on another media (audio visual, Internet, CD-ROM, etc.) shall consist of adequate study materials to assure that the course cannot be completed in less time than the number of hours for which it is approved. Hard copies of all material must be submitted with the application.

Audio/Visual Cassette — When utilizing audio or video cassettes for all or a portion of a course in lieu of reading or lecture material, a detailed instructor’s outline of the audio/visual cassette must be included with the course application. A minimum of three pages narrative outline is required for each hour of credit requested. Audio/video credit is judged on an hour-for-hour basis, i.e., three hours credit requires three hours of actual instruction, six hours requires six hours instruction, etc.

Internet Courses — Sponsors proposing to offer courses via the Internet must submit evidence that a method of control will be used to require the student to complete each segment of a course before progressing to the next. The sponsor must also provide a method of administering the final exam that reasonably assures the Department that the person actually enrolled in the course is, in fact, the person taking the final exam. This could include, but is not limited to, having the student register for the course over the Internet using a charge card, then receiving a “password,” “pin number,” or being required to use their license #ID or social security number which would be required to “access” the final exam, complete it and submit it via the Internet for grading. Final exams cannot be “printable” or “downloadable” and must “time-out” after the time allotted for the final exam has expired. Hard copies of all course material to be viewed by student on the Internet must be submitted with the application.

Courses Offered by Both Traditional Correspondence (Home Study) and Internet — The Department will permit sponsors to submit one application for course approval to offer correspondence courses by both traditional correspondence (home study) and by Internet. To use both methods of presentation in a single application, all course content, quizzes, final exams, course length, etc. must be identical. Both the requirements for approval of home study courses and Internet courses must be met. If there are differences in the two methods of presentation, the sponsor must submit a separate application and fee for each method of presentation.

Course & Instructor Evaluation

Section 3006 of the Commissioner’s Regulations has been amended to require, effective January 1, 2004, that the course sponsor notify each student that an on-line evaluation of courses and instructors is available on the DRE’s Web site at www.dre.ca.gov. The attached RE 318A mirrors the content of the on-line evaluation which can be accessed by selecting “Course & Instructor Evaluation” (lower right hand portion of homepage).

Don’t forget:

- You must inform the student of the availability of the on-line evaluation, and
- You must provide access instructions.

RECORD OF ATTENDANCE

NAME OF SPONSOR		DRE ISSUED SPONSOR NUMBER
COURSE TITLE	LOCATION OF COURSE PRESENTATION	
NAME OF ATTENDEE		LICENSE ID#

ATTENDANCE VERIFICATION			
<i>Date</i>	<i>Time In</i>	<i>Time Out</i>	<i>Total Time</i>
Total Time Attended			

CERTIFICATION

I have read and concur that the above is an accurate account of my attendance. I have also received written information describing Sponsor's refund policies regarding fees and cancellation of offering by Sponsor.

SIGNATURE OF ATTENDEE	DATE
MAILING ADDRESS	

BUSINESS TELEPHONE NUMBER (INCLUDE AREA CODE)	RESIDENCE TELEPHONE NUMBER (INCLUDE AREA CODE)
ABOVE INFORMATION VERIFIED BY: (PRINT NAME OF SPONSOR OR SPONSOR'S AUTHORIZED MONITOR)	

SIGNATURE OF MONITOR	DATE
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Note: This form must be retained in the sponsor's records for a period of five (5) years from the date attended (per Commissioner's Regulation 3012.2).

<p>SAMPLE</p> <p>RECOMMENDED DOCUMENT</p>
